

## **NIH Director's Pioneer Award (NDPA) Registration and Application Instructions for Phase 2**

### **When must the applications be submitted?**

Applications must be submitted between Monday, May 23, 2005 and 5:00 p.m. (Eastern Daylight Time) Friday, June 10, 2005.

### **What is required to apply for Phase 2 of the NIH Director's Pioneer Award?**

Two separate actions are required: (1) registration of the applicant's institution with the Central Contractor Registry, the Credential Provider, and Grants.gov and (2) preparation of the application (SF 424) and additional documentation by the applicant and electronic submission by the Authorized Organizational Representative (AOR). Registration must be completed before the application can be submitted.

Applicants should immediately check with their sponsored research office to determine whether their institution is registered. **Please note that the registration process could take up to two weeks.** The institution's AOR is responsible for completing the registration process. Applicants should work with their AOR to provide instructions, detailed below.

### **What is an Authorized Organizational Representative (AOR)?**

The AOR is the designated representative of the grantee organization in matters related to the award and administration of its NIH grants, including those that require NIH approval. In signing a grant application, this individual certifies that the applicant organization will comply with all applicable assurances and certifications referenced in the application. This individual's signature further certifies that the applicant organization will be accountable both for the appropriate use of funds awarded and for the performance of the grant-supported project or activities resulting from the application. This individual is also responsible to NIH for ensuring that the organization complies with applicable Federal laws and regulations, including required certifications and assurances, their application, and the terms and conditions of individual awards. Under NIH's eRA Commons, this individual is the SO. Although NIH requires that the grantee organization designate such an official, NIH does not specify the organizational location or full set of responsibilities for this official.

### **What does the AOR need to do as part of the application process?**

The AOR must:

- Download and install PureEdge® software on a PC.
- Review the application for completeness.
- Submit the completed application to Grants.gov.

### **If the institution is not already registered, how does an organization register to apply for the Pioneer Award?**

- The organization must register the institution with the Central Contractor Registry (CCR). The organization will need to designate an AOR during this process. For instructions, go to <http://www.grants.gov/CCRRegister>.

- The AOR must also register the institution with the Credential Provider, which ensures secure electronic transactions. For instructions, go to <http://www.grants.gov/CredentialProvider>.
- The AOR must then register with Grants.gov. For instructions, go to <https://apply.grants.gov/GrantsgovRegister>.
- Finally, the AOR should log on to Grants.gov at <https://apply.grants.gov/ApplicantLoginGetID> to verify his/her registration and profile.

### **What must the applicant do to prepare an application?**

The applicant must:

- Download and install the appropriate software (see below).
- Download the NDPA application package and instructions ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html))
- Complete the SF 424 Form (see below).
- On the Other Attachments Form, provide a copy of the most significant publication or achievement in a PDF (preferred) or Word format. For achievements that cannot be submitted this way, provide a description of the accomplishment and submit it in a PDF (preferred) or Word format. (If the work cannot be submitted electronically, please contact NIH at [pioneer@nih.gov](mailto:pioneer@nih.gov) and mailing instructions will be provided.)

### **How does the applicant download and complete the application form?**

1. Download the PureEdge® viewer software free of charge from <http://www.grants.gov/DownloadViewer>.
2. Download the NDPA application package by going to <http://www.grants.gov/>. Under “Quick Links/Select A Topic,” select “Download Application Package.” Enter the Funding Opportunity Number: NIH-NDPA-20050601. (Do not fill in the CFDA Number or the Funding Opportunity Competition ID boxes.) The “Selected Grant Applications for Download” screen appears. Click “Application/Download.”
3. Save the grant application package and instructions to your computer.
4. Read the instructions section at the bottom of the main page of the Grant Application Package before starting to fill out the form.
5. Since changes are not automatically saved, each time you stop working on the application, you should save it by clicking on Close Form at the top to return to the main page of the Grant Application Package and then clicking on the Save button at the top.
6. To fill out the SF 424 Form, click “Application for Federal Assistance (SF) 424” in the Mandatory Documents box. Then, click “Open Form.” Fill out each section using the data supplied below. Note that starred (\*) items are mandatory.

Section Number and Title	Instructions
--------------------------	--------------

1. Type of Submission	Application: Check “Non construction” Preapplication: leave blank
2. Date Submitted	Enter date in this format: mm/dd/yyyy. Applications may be submitted between 05/23/2005 and 06/10/2005. Applicant Identifier: leave blank
3. Date Received by State	Leave blank State Application Identifier: leave blank
4. Date Received by Federal Agency	Leave blank
5. Applicant Information	Legal name: Institution name Organizational DUNS: enter DUNS Organizational Unit: Department name Division: leave blank
Address	Fill in applicable fields for investigator. State: Click arrow for dropdown list and click on appropriate state. Country: defaults for USA If not USA, click arrow for dropdown list and click on appropriate country. Name and telephone number of person to be contacted on matters involving this application: Applicant’s title, first name, last name, area code, number
6. Employer ID Number (EIN)	Enter EIN of institution
7. Type of Applicant	Click arrow for dropdown list, then click on appropriate type of institution
8. Type of Application	Check “New”
9. Name of Federal Agency	Leave at default: NIH
10. Catalog of Federal Domestic Assistance	Leave blank
11. Descriptive Title of Applicant’s Project	Enter: NIH Director’s Pioneer Award
12. Areas Affected by Project	Enter: “N/A” for not applicable
13. Proposed Project	Enter start date: 09/30/2005 Enter end date: 09/29/2010
14. Congressional District	Enter appropriate Congressional district for a) applicant’s district and b) project’s district. If you do not know your Congressional district, go to <a href="http://www.house.gov">http://www.house.gov</a> , and enter zip code.
15. Estimated Funding	Note: a – f are required fields. a. Federal: enter \$500,000 b.- f.: enter 0 in each box g. Automatically totals amounts entered
16. Is application subject to review by state executive order 12372 process?	Check: b. Program is not covered by E.O. 12372

17. Is applicant delinquent on Federal debt?	Defaults to “no.” If yes, attach an explanation by clicking the Yes button and clicking on the Explanation box.
18. Statement and Signatures	Read statement in box 18. a. Authorized Representative: fill in fields
Other Attachments Form	Use this form to provide a copy of your most significant publication, manuscript, or other written document. (If your most significant achievement cannot be submitted electronically, provide a description of the achievement, state that you will mail it, and contact <a href="mailto:pioneer@nih.gov">pioneer@nih.gov</a> for mailing instructions.) Highlight the Other Attachments Form and click Open Form. Once the Other Attachments Form appears, you may use this form to add, change, or view the Most Significant Accomplishment document that you wish to attach. Click the appropriate box for the action you want to take: Add Mandatory Other Attachment; Delete Mandatory Other Attachment; View Mandatory Other Attachment. Attach only one file (PDF preferred or Word) to this form. If more than one file is attached, only the first file will be accepted.

To save:

1. Click Close Form at the top of page.
2. Click Save at the top of main page.

### **How is the application submitted?**

After the applicant completes all sections of the application, he/she sends the entire application package as an e-mail attachment to the AOR. The AOR submits the application package. Details of this process are below.

#### The applicant

1. Reviews the SF 424 Form to be sure that all mandatory fields are filled in.
2. Moves the Application for Federal Assistance (SF 424) Form and the document in the Other Attachments Form to the Mandatory Completed Documents for Submission box by clicking the title and clicking the Move Form to Submission List arrow.
3. Clicks Save at the top of the page.
4. E-mails the completed application package as an attachment to the AOR.

### The AOR

1. Opens the completed application package using PureEdge®.
2. Checks that all documents are in the right-hand box for submission.
3. Clicks "Submit." This sends the application package to Grants.gov. A Grants.gov screen appears.
4. Completes the submission process following the directions on the Grants.gov screen.
5. Will receive a confirmation from Grants.gov that the application was received.

### **What computer and software are required?**

The AOR will need the following:

- Windows 98, ME, NT 4.0, XP
  - ✓ 500 MHz processor
  - ✓ 128 MB of RAM
  - ✓ 40 MB disk space

*and*

- Browser – any of the following
  - ✓ Internet Explorer
  - ✓ Netscape Communicator 4.5-4.8
  - ✓ Netscape 6.1 or higher

*and*

- PureEdge® viewer to open and complete the electronic application. You can download the PureEdge® viewer from <http://www.grants.gov/DownloadViewer>

**We strongly recommend that applicants use the PC configuration and software described above to complete the application. However, if you must prepare your application using a Macintosh computer, we are providing an alternative method using CITRIX to access the PureEdge® viewer software. Use the directions at [http://nihroadmap.nih.gov/pioneer/NDPA\\_2005\\_Mac\\_Instructions.pdf](http://nihroadmap.nih.gov/pioneer/NDPA_2005_Mac_Instructions.pdf).**

**Note that regardless of which system is used to complete the application, it must be submitted by the AOR from a PC.**

### **How will I know if the application was received?**

An e-mail confirmation and a validation receipt will be sent to the AOR.

### **Whom do I contact if I need help?**

For questions regarding the submission process, contact the Grants.gov customer support at [support@grants.gov](mailto:support@grants.gov), or call 1-800-518-4726 Monday-Friday, 7:00 a.m.-9:00 p.m. Eastern Daylight Time.

For questions about programmatic issues, contact [pioneer@nih.gov](mailto:pioneer@nih.gov).

**Remember: Applications must be submitted between Monday, May 23, 2005 and 5:00 p.m. (Eastern Daylight Time) Friday, June 10, 2005.**

